



**ERIE COUNTY**  
COMMUNITY COLLEGE OF PA

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## **Erie County Community College Board of Trustees**

### **Minutes of the Special Meeting**

**April 14, 2021 - 5:00 pm**

**Location of Meeting - Virtual on Zoom Only**

**Trustees:**

Mr. Tom Benson  
Mr. Ron DiNicola  
Mr. Justin Gallagher  
Pastor Charles Mock  
Ms. Cheryl Rush Dix  
Ms. Kathryn Sintal  
Ms. Christina Vogel

**Absent:**

Mayor Dave Mitchell  
Dr. Annette Wagner

**Additional attendees via Zoom:**

Dr. Judith Gay, Interim President; Mrs. Jackie Fink, Assistant to the President;  
Ms. Carolyn Burroughs, Director of Human Resources/Compliance Director of Title IX;  
Ms. Heidi Sheehan, Controller, Dr. Narcisa Polonio, Consultant; Dr. Roy Church,  
Administrator, Mr. Tom Tupitza, Legal Counsel; Mr. Carl Anderson, Erie County  
Council

### **Call to Order**

Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 5:00 PM  
on Wednesday, April 14<sup>th</sup>, 2021.

### **Roll Call**

At Roll Call seven (7) trustees were present. Two trustees were absent.

## **ACTION ITEMS:**

### Approval of Special Meeting Minutes of April 7<sup>th</sup>, 2021

Trustee Sintal, having reviewed the minutes, moved to accept the minutes of the Special Meeting held Wednesday, March 31, 2021 as written. Trustee Benson seconded. Motion unanimously passed.

### Approval of Policies presented by the Interim President

Trustee Dix moved to approve the five (5) policies present by the Interim President. Trustee Mock seconded. Motion unanimously passed. The following policies were presented:

Policy I.A.5: Standards of conduct for Trustees, Officers and Senior Administrators  
Policy I.A.6: Disclosure of Personal or Private Interest

Policy II.A.5: Civil Rights

Policy V.D.1: Sexual Offenders Notifications

Policy VI.A.2: Contracting Practices and Management

### Approval of Renumbering of the Policies presented by the Interim President

Trustee Dix moved to approve the renumbering of the previously approved policies at presented by the Interim President. Trustee Benson seconded. Motion unanimously passed. The following policies were renumbered as indicated:

Policy III.D.4: Military Leave will become  
Policy III.D.1: Military Leave

Policy III.E.4: Conflicts of Interest will become  
Policy III.E.1: Conflicts of Interest

## **BUSINESS BEFORE THE BOARD:**

### Remarks of the County Council Liaison

Mr. Carl Anderson, Chairman of Erie County Council, commented on the work and commitment of the board and the college administrators. He thanked and applauded the members for their efforts to partner with this important endeavor for all of the Erie County and more importantly for the young people who are looking for hope and opportunity and see the community college as an inspiration toward that.

## Announcements from the College

Interim President, Dr. Judith Gay made the announcement of the following items on behalf of the college community:

- a. Chairman Ron DiNicola, with the Interim President, will participate in the Pennsylvania Commission for Community Colleges' Legislative Day on Thursday, April 15<sup>th</sup>, 2021. Trustees were invited to participate in two scheduled meetings; one with Senators Dan Laughlin and Michele Brooks, the other with Representatives Pat Harkins, Bob Merski, Curt Sonney, Ryan Bizzarro, and Parke Wentling.
- b. Preparation for post-Covid-19 opening of offices at 1128 State Street, Suite 300 are coming together. Equipment and supplies should arrive next week.
- c. The work on the 120 Day Plan, under the direction of Dr. Roy Church, is on schedule, drafts were sent to colleagues at the PDE and feedback has been provided. All are confident of that a quality report will be submitted by the deadline for the Pennsylvania Department of Education.
- d. Human Resources has initiated an expanded outreach and recruitment effort for the positions of the Dean for Applied Programs, Student Success and Innovation and the Registrar, important role for building of technology infrastructure for student registration. A Dean will be helpful for opportunities with workforce development. Other Dean positions will soon be filled and some faculty positions should be filled during summer.

## Report of the Interim President

Interim President, Dr. Judith Gay, shared the attendance of the following key meetings:

- a. Invited to meet briefly with the Erie County Superintendents (SAC) for introduction and learn of their support. Will be invited to return for more in-depth conversations.
- b. Met with Erie Downtown Board who asked a plethora of questions and offered great support.
- c. Continue to receive great collegial support from meetings with Chuck Graham, Information Technology Officer and Phil Mangis, Director of Technical Services of Community College of Allegheny County.
- d. Met with Dr. H. Fred Walker, Director of Erie County Technical School discussing a possible relationship aligning his vision of creation of workforce pathways with the planned work of the Erie County Community College. A tour of this facility was also conducted by some of the trustees.
- e. Met with Spenser Golden, Associate Chief Information Officer and Director of Enterprise Systems of Haverford College. He has put together a group of small schools using an enterprise system that support one another, and has agreed to add me to this group.
- f. Continue regular meetings with Blane Dessy, Director and Sheryl Thomas, Assistant Director of the Erie County Public Library discussing partnership and a cooperative

agreement for library and library services. Conversations have been very fruitful and expect to have detailed information to present to the board soon.

- g. Thanks to the introduction through Trustee Nix, met with Dr. Jeanette Schnars, Executive Director of the Regional Science consortium for use of lab space for science courses. Lab space is expensive to construct and how fortunate Erie is to have a world class educational facility for sciences, especially environmental science which the college is very interested in for course offerings. This will be a very beneficial relationship for the college.

## Other Business to Come Before the Board

Trustee Mock inquired as to the legal requirement to share reportable content of an executive session with the public and returning to open session. Solicitor Tupitza stated that during an executive session, no action can be taken, just deliberation. The nature of the deliberation of items indicated is not for public disclosure. Simply put: no motion, no voting and no actions during an executive session. There is no requirement to return to open session if announced prior to session that no action will follow. If action is to follow, then return to open session is required and open session will be on pause until return.

## Executive Session

Board entered Executive Session following adjournment of this open meeting for purposes of contract, personnel, and real estate with notice of no further action and no return.

## Motion to Adjourn

Chairman DiNicola announce adjournment into Executive Session at 5:27 P.M.

## **SECTION I: Human Resources**

### **Subsection A: Organization**

#### **Policy I.A.1: Classification of Employees**

Erie County Community College has the following categories of employees:

**Full-time Administrative** - A full-time employee of the College who has administrative responsibilities and whose work is directly related to the management of College operations or work of a technical nature.

**Part-time Administrative** - A part-time employee of the College who has administrative responsibilities and whose work is directly related to the management of College operations or work of a technical nature. Part-time administrative employees must work less than 30 hours per week.

**Temporary Full-time Administrative** - A full-time employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee has administrative responsibilities and work directly related to the management of College operations or work of a technical nature.

**Temporary Part-time Administrative** - A part-time employee of the College hired for a defined period of time, often based on funding (e.g. grants). The position may be renewed for a defined period of time as needed. The employee has administrative responsibilities and work directly related to the management of College operations or work of a technical nature. Temporary part-time administrative employees must work less than 30 hours per week.

**Full-time Faculty** – Faculty hired to teach a full time load (10 courses) during the academic year. Faculty may be reassigned to do administrative work at the discretion of the President.

**Part-time Faculty** – Faculty hired to teach less than a full load (3 courses per semester). Part time faculty may be reassigned to do administrative work at the discretion of the President.

**Temporary Full-time Faculty** - Temporary full-time faculty positions provide the College the opportunity to meet immediate needs created by unanticipated circumstances (e.g., short term notice of need to replace a full-time faculty member).

**Full-time Professional Staff:** A full-time employee of the College who primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment.

**Part-time Professional Staff:** A part-time employee of the College who primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment. Part-time professional employees must work less than 30 hours per week.

Temporary Full-time Professional Staff: A full-time employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment.

Temporary Part-time Professional Staff: A part-time employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment.

Full-time Hourly Support Staff - Employees of the College whose duties and responsibilities are college-supportive, non-teaching, and non-managerial in nature. These employees work by the hour.

Part-time Hourly Support Staff - Employees of the College whose duties and responsibilities are college-supportive, non-teaching, and non-managerial in nature. These employees work by the hour and must work for less than 30 hours per week.

Temporary Hourly Support Staff- An employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee has duties and responsibilities which are College-supportive, non-teaching, and non-managerial in nature. These employees work by the hour.

## **SECTION III: Human Resources**

### **Subsection C: Performance Expectations**

#### **Policy III.C.1: Evaluation of Employees**

Erie County Community College requires annual performance appraisals of all employees to create and maintain an environment of excellence.

The College will develop and implement procedures and instruments for an appraisal system for all employees. The primary intent of the system is formative, to ensure that employees understand performance expectations and to have an opportunity for professional growth and improvement. The appraisal system, however, will include procedures for addressing employee discipline, suspension and/or termination when appropriate.